



# Critical Area Variance Application Form

PA-15  
APPLICATION

**Community Development Department**  
501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) commdev@ci.ellensburg.wa.us

A pre-application meeting (Pre-App Fee: \$500) is required prior to submitting a Critical Area Variance application. A critical area variance is a mechanism by which the city may grant relief from the zoning provisions and standards of the LDC, where practical difficulty renders compliance with the LDC an unnecessary hardship. Variance permits are subject to the Type III review process as set forth in Chapter 15.210 ECC.

Application Fee: \$400

In addition to the variance application fee, the applicant shall be required to pay a \$600 Hearing Examiner fee. The pre-application fee of \$500 may be applied toward these fees.

If the Hearing Examiner fee is less than \$600, the difference shall be returned to the applicant. If the Hearing Examiner fee exceeds \$600, the additional cost shall be billed to and paid by the applicant.

The Planning Division will be unable to accept your Critical Area Variance Application if you fail to provide ALL of the following required material.

OFFICIAL USE ONLY:	
<b>Staff Person:</b>	
<b>Date Submitted:</b>	
<b>Fee Total:</b>	
<b>FILE #:</b>	
<b>Associated Permit File #:</b>	

<b>PROPERTY OWNER:</b> (Note: If the Applicant is not the Owner, attach written authorization from the legal owner(s).)			
Legal Owner Name(s):		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	
<b>*APPLICANT:</b> <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other _____			
Name:		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	
<b>CONTACT PERSON:</b> <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other _____			
Name:		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	
<b>PROJECT INFORMATION:</b>			
Parcel Number(s) of Site:			
Site Address (if any):			
City Zoning Designation:			

**PROJECT INFORMATION:**

Ellensburg City Code 15.250.050 and 15.610.210 requires that application for variance may only be approved if/all the following criteria are satisfied. Please include responses at an attachment to this application

- 1. **Narrative project description (include as attachment):** Please include, at a minimum, the following information in the description: describe project size, location, and the provision of zoning code for which this variance is requested and the way in which you wish to vary from the code.
- 2. **A variance may be granted only if the applicant demonstrates that the requested action conforms to all of the following criteria (see ECC 15.610.210). Please describe in detail how each criteria is met for this particular request: (attach additional sheets as necessary):**

- 1. Special conditions and circumstances exist that are peculiar to the land, the lot, or something inherent in the land, and that are not applicable to other lands in the same district;
- 2. The special conditions and circumstances do not result from the actions of the applicant;
- 3. A literal interpretation of the provisions of this chapter would deprive the applicant of all reasonable economic uses and privileges permitted to other properties in the vicinity and zone of the subject property under the terms of this chapter, and the variance requested is the minimum necessary to provide the applicant with such rights;
- 4. Granting the variance requested will not confer on the applicant any special privilege that is denied by this chapter to other lands, structures, or buildings under similar circumstances;
- 5. The granting of the variance is consistent with the general purpose and intent of this chapter, and will not further degrade the functions or values of the associated critical areas or otherwise be materially detrimental to the public welfare or injurious to the property or improves in the vicinity of the subject property;
- 6. The decision to grant the variance includes the best available science and gives special consideration to conservation or protection measures necessary to preserve or enhance anadromous fish habitat; and
- 7. The granting of the variance is consistent with the general purpose and intent of the city's comprehensive plan and adopted development regulations.

**3. Site Plan Requirements:**

- The proposed project and dimensions in relation to the property boundaries. Show how the property is located in reference to existing streets, alleys and sidewalks.
- The proposed project and dimensions in relation to all existing and proposed development on the property. Show all existing buildings or structures on subject property and those proposed to be located on property with setback dimensions and distances between buildings.
- Show present and additional "off-street" parking, if required.

(The site plan shall be legibly drawn to a minimum scale of 1:20 on substantial paper a minimum 11" x 17" size)

**SIGNATURE OF LEGAL OWNER or REPRESENTATIVE AS AUTHORIZED BY THE LEGAL OWNER:**

I, \_\_\_\_\_, (print name) affirm that the above responses are made truthfully and to the best of my knowledge. I hereby apply for this permit application and acknowledge that I have read this application and state that the information is correct and that I agree to comply with all city ordinances pertaining to this permit if granted.

I further affirm that I am the owner of record of the area proposed for the above-identified land use action or, if not the owner, attached herewithin is written permission from the owner(s) authorizing my actions on his/her/their behalf.

**Signature of Legal Owner:**  
(or Authorized Agent)

**Date:**